

# TRAINERGY

Trainergy: The synergy of collaborative efforts among facility, central office, and SD&T trainers to provide relevant training for all correctional staff.



Volume V  
Issues  
May-August  
2005



## Scheduled Training August 2005

Supervisory approval is required for all training. Courses are held at CTI unless otherwise indicated.

Staff Development  
and Training Division  
Telephone (765) 521-0230

### CENTRAL OFFICE INSERVICE TRAINING

**August 24-25**

Questions regarding Central Office Training  
should be directed to Nancy Riley via  
Groupwise  
or (765) 521-0230 Ext. 5003

**Correctional Training Institute:**  
Nancy Riley Ext. 5003 or Darrell Fox Ext. 5008

Adult Preservice Academy Weeks 2 and 3  
**July 25-August 5 August 8-19**

Juvenile Preservice Academy Week 3  
**August 22-26**

**Trainer Development:**  
Butch Guimond Ext. 5014

Field Training Officer/On Job Training  
(FTO/OJT) Training for Trainers

**August 4 August 11 August 18**

### ERO Training:

Duane Alsip (765) 593-0111 Ext. 2018

|                     |                           |
|---------------------|---------------------------|
| SITCON Advanced     | Adult Personal Protection |
|                     | Re-Certification          |
| <b>August 22-25</b> | <b>August 29-31</b>       |

### DIRECTOR'S COMMENTS:

To maintain your staffers' stability and focus through periods of change, put changes in the context of departmental and company goals:

**Keep employees informed.** Employees assume you know more than you do, even if you don't. So share as much information as you can, as soon as you can.

**Circle the wagons.** Don't isolate your staffers from each other. Bring everyone together to discuss what's going on and to address any fears and concerns.

**Give staffers more control.** Change distracts people because it makes them feel like they're out of control. Supply some confidence by giving employees more power in areas that aren't in flux.

### STATEWIDE TRAINER'S MEETING

**June 22-23, 2004**

The Annual Statewide Trainer's meeting convened June 22 and 23 at CTI, New Castle. Commissioner J. David Donahue addressed an audience of IDOC facility superintendents, trainers, and other staff at the Statewide Trainers' Workshop on the morning of June 22nd. The Commissioner's words of support for training and encouragement to trainers proved to be a motivational speech for all professionals. He stated, "everyday is training day" and "everything we do is a reflection, an expectation of your success...."

Commissioner Donahue cited ten (10) specific topics that should be included in training for the benefit of Indiana Department of Correction employees:

- |                  |                               |
|------------------|-------------------------------|
| *Communication   | *Quality Initiative           |
| *Computer Skills | *Grievance System             |
| *Diversity       | *Measure/Quality Indicators   |
| *Ethics          | *Safety                       |
| *Human Relations | *Sexual Harassment Prevention |

The following general benefits of training were emphasized by Commissioner Donahue:

- \* Increase/enhance employee motivation
- \* Increase capacity to accept change
- \* Reduce employee turnover
- \* DOC image/marketing issue
- \* Job satisfaction
- \* Contribute to employees passion, direction and drive
- \* Willingness for success

### NIC / OJJDP VIDEOCONFERENCES

**Any facilities that have the equipment and wish to receive videoconference links from CTI should contact: Matt Guyer Ext. 5005 or David Vought Ext. 5010**

|                  |                         |
|------------------|-------------------------|
| <b>August 3</b>  | Workforce Development   |
| <b>August 11</b> | Youth Gangs             |
| <b>August 22</b> | Senior Level Leadership |

**Make reasonable commitments.** Your employees look to you for assurance. Don't promise anything you can't deliver, but plan future events as much as you can.

**Take their side.** What you say during periods of change communicates volumes to your employees. "We" should always refer to you and your team, not to senior management.

Adapted From "Working Smart,"  
a publication of National Institute of Business Management

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### **Monthly Quote:**

**Hold fast to dreams, for if dreams die,  
life is a broken winged bird that cannot fly.**

*Langston Hughes*